



GOVERNOR'S ADVISORY COUNCIL ON AGING

BY-LAWS

REVISED DRAFT

12/4/08

I. NAME:

The Governor's Advisory Council on Aging

II. AUTHORITY:

The Governor's Advisory Council on Aging is a special purpose Council authorized under Laws 1980, Chapter 150, and covered by A.R.S. §§ 46-183, 46-184, and provisions of the Older Americans Act of 1965, P.L. 89-73, 87 STAT. 30, 42 U.S.C. 3001 et seq. and C.F.R. 1321.47 (as amended) promulgated pursuant to the Act.

III. MISSION:

The Governor's Advisory Council on Aging was created to advise the Governor, the Legislature and all state departments on all matters and issues relating to aging, including the State plan on aging.

IV. RESPONSIBILITIES:

The Council will:

- A. Direct the development of and approve the State Plan on Aging; monitor and evaluate implementation of the state plan and submit yearly recommendations.
- B. Discuss and recommend actions to all state agencies on program, policy and development which affect the Arizona senior population.
- C. Develop legislative priorities and advocate for such, both in respect to short-term and comprehensive long-range plans and goals on aging.
- D. Actively facilitate the coordination of federal, state, local and private organizational policies and programs concerning services to older residents.
- E. Serve as a dissemination point for all information on aging programs in Arizona.
- F. Prepare and submit an annual report to the Governor, legislative leadership and Agency Directors on the activities undertaken by the Council.
- G. Promote public understanding and acceptance of programs and services relating to the well being of the state's senior population.
- H. Be the official advocate for the seniors in the state and actively promote policies to further the well being of state's seniors.

V. STRUCTURE:

The Council will be composed of 15 members appointed by the Governor. Members will be selected with due regard to geographic and other elements of representation. In accordance with federal regulations, more than 50 percent of the appointees will be at least 60 years of age and include: (1) persons with greatest economic or social need, and (2) participants under the Older American Act.

VI. APPOINTMENTS:

Members are appointed to three-year terms by the Governor. Vacancies occurring other than by term will be filled in the same manner for the balance of the unexpired term. The Executive Director serves at the will of the Governor.

VII. OFFICERS:

With the approval of the Governor, a chairman, vice-chairman and secretary will be designated each year from the council membership. The Executive Director will make recommendations on the appointment of officers.

The duties of the officers are as follows:

- A. **Chairman**
Presides at regular and special meetings of the Council and Executive Committee. Provides overall direction on activities of the Council. Appoints Vice-Chair, Secretary, Committee Chairs and committees, in consultation with the Executive Director. Assures compliance with federal and state regulations and with the Public Meeting Law.
- B. **Vice-Chairman**
Serves as Acting Chairman in the absence of the Chairman. Performs special services or heads committees as needed.
- C. **Secretary**
The law does not define the role of the Secretary. Traditionally, record keeping activities have been assigned by the Executive Director to the staff, therefore, this position is free to undertake special projects as needed.

VIII. COMMITTEES:

There will be four (4) Standing Committees: The Executive Committee, The Legislative & Policy Coordinating Committee, The Mature Workforce Committee, and The Social, Health and Alzheimer's Committee. Ad Hoc committees may be created for special purposes. Committees will be appointed by the Chairman in consultation with the Executive Director.

Committees will undertake work of the Council and may present requests or recommendations for action to the entire Council. Committees cannot take policy or legislative action, nor make recommendations to the Governor, Legislature, or state agencies. Such action must be voted on and approved by the Council, in accordance with A.R.S. §§ 46-183, 46-184 and the Council by-laws. All committees will be chaired by a Council member.

A. Executive Committee

The Executive Committee will consist of the Chair, Vice-Chair, Secretary, and Immediate Past Chair (if still a bona fide member) of the Council and chairs of each of the Council's standing committees. The Executive Committee may review reports and recommendations from staff and other committees for presentation to the full Council, provide advice on Council personnel matters, provide vision and direction for the Council's work, and assist in other aspects of Council management as needed. Between Council meetings, the Executive Committee may take action on issues deemed urgent. Such actions can be overruled by a two-thirds vote of the Council.

B. Legislative & Policy Coordinating Committee (LPCC)

The Legislative and Policy Coordinating Committee serves as a conduit for information, education and advocacy for Arizona seniors and collaborates with other organizations to recommend and achieve legislative and policy solutions. The LPCC is comprised of individuals representing statewide and local aging organizations. The LPCC gathers information about policy issues relevant to older Arizonans, then develops recommendations for a policy and advocacy agenda. This agenda serves as the foundation for the Council's work with government and community entities on policy issues relating to the needs of Arizona's seniors.

C. Mature Workforce Committee (MWC)

The Mature Workforce Committee is comprised of representatives from private business and industry, non-profit agencies working with older adults, education and training organizations and governmental agencies. The Committee's objective is to increase the percentage of workers over 50 participating in Arizona's workforce by promoting, preparing and providing opportunities for mature workers and employers to connect. The Committee engages in activities designed to increase meaningful workplace opportunities for mature workers and to help meet the upcoming workforce needs of Arizona's employers. Those activities include the development of a web-based resource portal and a resource guide, both of which provide information to mature workers and employers wishing to hire and retain those same workers. The Mature Workforce Committee has implemented and manages a Mature Worker Friendly Employer Certification, which was made available to Arizona employers in 2008.

D. Social, Health, and Alzheimer's Committee (SHAC)

The Social, Health, and Alzheimer's Committee promotes dignity and independence for all seniors through advocacy, collaboration, education and resource development addressing social and health concerns with a special awareness about the needs of people with Alzheimer's disease and dementia. The SHAC includes a wide range of service providers, planners, funding agencies and private citizens. The committee researches newly

emerging issues and concerns that face older adults, works to formulate strategies for addressing them, and may also be involved in collaborative efforts to educate the public on aging issues such as promoting disease prevention initiatives.

IX. MEETINGS:

The Council is required by state law to convene in formal meetings at least quarterly during the fiscal year (July 1 – June 30). The chairperson and the Executive Director, under the guidelines of the Arizona Open Meeting law, call meetings under the following guidelines:

- A. The Council will convene in formal meetings at least four times during the fiscal year. Meetings are called by the Chairman and the Executive Director.
- B. Written notice of scheduled meetings is issued not less than 24 hours prior to the meeting date specifying place, day and hour.
- C. Special meetings of the whole Council may be called, with a minimum of 10 days notice.
- D. Special meetings of the Council as a whole may be called by the Executive Committee with a minimum of 24 hours notice specifying the general nature of the business to be transacted.
- E. A quorum of the Council requires nine members to be present at the meeting. Meetings may not be called when it's known that a quorum will not be present.
- F. All decisions and/or recommendations are made by a majority vote of the Council.
- G. Only duly appointed members may vote, and each Council member may have only one vote.
- H. Absentee voting is not allowed, and participation by phone requires prior approval by the Council chair.
- I. If a member is absent, without excuse, for three consecutive meetings, it will be recommended to the Governor that his/her appointment be forfeited.
- J. Decisions made by the Executive Committee on urgent matters are subject to being overruled by a two-thirds vote of the Council at its next regularly scheduled meeting.
- K. Council agendas are developed jointly by the Chairman and the Executive Director. Others may propose agenda items by contacting the Executive Director at least two weeks before the meeting.

- L. Formal Council meetings are recorded, and written minutes are distributed for membership approval. Copies of minutes are available for public review in the Council's office and on the website (www.azgovernor.gov/gaca).
- M. Individual members cannot lobby or make recommendations to the Governor, legislature, state agencies, or the public on behalf of the Council, unless prior approved by vote of the Council.
- N. Meetings are not held in August and during months where other major Council activities (such as the Governor's Conference on Aging) take priority.
- O. An Annual Council Planning Meeting is held in November or December of each year.
- P. All meetings and committee meetings are open to the public.

X. RECOMMENDATIONS:

Recommendations must be formulated during formal meetings of the Council or its committees. Individual members may not, as a Council member, make recommendations or requests to policymakers or state agencies if such requests or recommendations were not presented and approved by the Council.

XI. EX-OFFICIO MEMBERS:

The Assistant Director of the Division on Aging & Adult Services will be an Ex-Officio member of the Council. Ex-Officio members of the Council do not vote. The Council may invite additional Ex-Officio members (liaisons) as deemed appropriate.

XII. COMPENSATION:

Council members will serve without compensation, except for travel and subsistence expenses as provided by law for other state officers and employees (A.R.S. § 41-1981-H).

XIII. EXECUTIVE DIRECTOR:

The Executive Director is appointed by the Governor and provides administrative support including record keeping and the taking of Council minutes, advice and counsel, represents the Council as requested or required to variety of governmental agencies, outside aging groups and other interested community organizations and implements programs or other administrative processes for the Council.

XIV. AMENDMENTS:

These by-laws may be amended by a two-thirds vote of the membership, following a 30-day notice in writing to the Council members.

XV. PROCEDURES:

Where the by-laws do not dictate, Robert's Rule of Order will be followed.

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